

**Minutes of the meeting of the Steeple Aston Parish Council held on  
20<sup>th</sup> March 2023 in the S&R building**

**Present:** Richard MacAndrew (RM) [chair], Martin Lipson (ML), Stuart Ferguson (SF), Peter Dammermann (PD), Angharad Lloyd Jones (AL-J)

**Members of the public :** Julia Whybrew, Richard Atkins

**In attendance:** Cathy Fleet (Clerk)

**03.23.01      Apologies** were received from Cllr Eddie Reeves,

**03.23.02      Declarations of Interest:** Mr. Lipson declared an interest in SAVA

**02.23.03      Minutes of the last meeting** held on 20<sup>th</sup> February 2023 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**03.23.04      Public Participation :** Richard Atkins wished to discuss the blocked drains in Water Lane. 2 drains are blocked and flooding regularly and not being cleared by the Council. Mr Atkins expressed concern that nothing is being done regarding keeping highways clean and safe and council tax is increasing and there is no ongoing maintenance,

**03.23.05      Clerk's Report and Actions from previous meeting**

NO	ACTION	To be Actioned by :	Update
Jan23.02	ALJ to further research card reader for the playground/toilet	ALJ	On-going
Jan23.04	Wall outside VH committee room – RM to speak to Neville Walton	RM	RM to discuss with Richard Preston . VHMC have taken responsibility and will instigate repairs and report back to PC. <b>Action closed</b>
Jan23.05	<b>Frame for map</b> - ML to ask Rectory Homes if they will supply and fit new aluminum frame and make it clear that the WI plaque is to remain.	ML	On-going 20/03/23 Will be discussed at the Rectory Homes Board meeting next week, if approved as recommended they will pay for purchase and installation.
Jan23.06	<b>Village hall</b> - RM to apply for grant for bonded gravel path from Councillor Priority Fund	RM	Cllr Fatemian to chase

			20/03/23 no update
Feb23.01	<b>Land behind the war memorial</b> - RM to contact Nicholsons to see if native hedging is available.	RM	Hedging to be planted tomorrow, <b>Action closed</b>

**03.23.06 Reports from OCC/CDC**  
No reports were available

**03.23.07 Highways, footpaths/grasscutting**  
**Grass cutting price increase** – price increase agreed.  
 Southside bin – was reported as overflowing. **RM to research purchasing a bigger bin,**  
**Solar powered SID** – feedback from other PCs was positive – 2 x SIDs could be financed from the £14.5K S106 money (£10,472.22). Agreed to purchase – **RM to discuss with Dave Catling.**  
**Gates to the village** - £7K per pair – discounted at this stage  
**Bottles dumped by Rousham Bridge** – **RM to investigate and report on Fix my Street**  
**Bus Route** - Southside has been closed beyond the Red Lion (for building of the build-out and footpath by Townend) and therefore the bus cannot go up there, but there are no notices or information available. The bus is turning round by The Crescent but most people are unaware.

**03.23.08 Play Area/Teenage Facilities**  
 Thanks to Bob Ganthony for fixing the gates to the toddler area. The drains were blocked recently due to blue towels and wet wipes. **CF to speak to Barbara Brewer (VH) and John White(S&R) asking that a ‘nothing down the toilet’ note is put in the hiring agreement,**  
**Playground Steward** - It has not been possible to contact the playground steward and he has not provided a copy of his Insurance certificate as was a condition of his employment, **RM/CF to offer to assist with setting up the Insurance,**

**03.23.09 Land behind war memorial** - Thanks to volunteers for helping clear the site. An offer has been received for the purchase of the land . It may be that the land should be placed on the open market before considering this offer. The decision as to the future of the land is deferred until next month.

**03.23.10 Allotments**  
 ALJ has requested that she can have a gate leading from her garden on to the Allotments. The boundary fence is owned by ALJ so the provision of a gate is not an issue.

**03.23.11 Community Orchard**  
 Thanks to all involved in opening ceremony. Sarah Lucas attended and was delighted with the progress and enthusiasm of all involved,  
 Plaque to say ‘Donated to the village in memory of George Boscawen Randolph’ and possibly to be sited on the tree near the gate. ALJ to get opinion of the Orchard Working Group to finalise decisions about a noticeboard.

Opening times - it has been suggested that the gate should remain open all the time. The gate requires a spring on it so that it is itself closing but it was agreed that it should remain unlocked, to be reviewed if this causes any problems,.

### 03.23.12 **Village Hall**

The VHMC will arrange for the repairs to the small wall outside the committee room.

There are 14 committee members. Currently CF is the PC rep to the village hall

### 03.23.13 **Sport & Rec**

CC is the PC rep but is looking to step down. The S&R is currently being incorporated with the VH as a charity. Torquil will be asked to send a rep to PC meetings on occasions.

### 03.23.14 **Website/Facebook**

No update available.

### 03.23.15 **Correspondence**

All correspondence received has been dealt with elsewhere with the exception of the below:

Email re the wall outside Townend which the developer is not planning to reinstate as 60% of the stones are not re-usable. The writer of the email feels strongly that the wall should be reinstated. It was agreed that whilst the PC are sympathetic and the wall should be reinstated the writer should be encouraged to discuss with planning and keep the PC informed as to the outcome.

### 03.23.16 **Environment & Sustainability Committee**

The minutes of the last meeting had been circulated.

### 03.23.17 **Planning – the following planning documents had been received and discussed**

#### Applications

23/00693/TCA  
23/00462/F

East Grange, Grange Park  
Cedar Lodge, Northside

NOI of treework  
Swimming Pool construction

#### Decisions

23/00094/F  
23/02843/f

The Coach House  
Rectory Farm House, Northside  
Old Quarry House

APPROVED  
APPROVED  
APPROVED

### 03.23.18 **Finance – the following accounts were approved for payment**

Payee	Detail	Total Amount	VAT	paid
OALC	Subs	189.91	31.65	
R MacAndrew	reimbursement			
	Dog bag dispenser	70.56	11.76	
OPF	Subs	45.00		
R MacAndrew	reimbursement			
	Gate hinges	42.38	7.06	
Healthmatic	toilet door repair	435.47	72.58	

Cathy Fleet	Clk Sal March	333.22
HMRC	PAYE	230.20
Shawn Hamilton	Playground/Toilet	480.00
Bourton Drains	Drain unblocking	282.00

### 03.23.19 **Dividing up Chair responsibilities**

RM has proposed this division of responsibilities to assist with spreading the workload following his departure in May.

#### **Chairing meetings – Chair**

- chair meetings.

#### **Correspondence – Clerk**

- if issue requires careful handling, draft a reply and circulate to PC for comment.

#### **Finance – RFO**

#### **Village working group– RM**

- look after SID
- look after bag dispenser
- liaise with Dave Catling over £14.5K traffic mitigation and report to PC
- look after defibs and VETS requirements
- keep Emergency Plan contact details updated; copy to PC and Clerk

#### **Playground – PD**

- liaise with contractors over repair and replacement of items
- pass on to the Clerk asks that the playground steward can be asked to do (raking, leaf-sweeping, hedge trimming, etc.)

#### **Allotments Committee– currently RM**

- under review

#### **Village Hall Committee– CF**

#### **Sports and Rec Committee–**

- under review

#### **Environment Committee– CC**

- inspect hedges and trees that are PC responsibility and make recommendations for any work that needs doing

#### **Community Orchard Committee– AL-J**

#### **MCNP reps– ML &RM**

#### **Subleases– ML**

#### **Transport – SF**

### 03.23.20 **Clerk pay**

Both the Clerk and SteepleJack left the meeting for this discussion. It was agreed that the Clerk should be moved up the incremental scale, provided with a job description and will consider if her hours need to be increased

### **Date of next meetings**

#### **3rd Monday of the month (except for May)**

17<sup>th</sup> April, 22<sup>nd</sup> May, 19<sup>th</sup> June,  
17<sup>th</sup> July, 18<sup>th</sup> September, 16<sup>th</sup> October, 20<sup>th</sup> November

Signed ..... Date .....

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Mar23.01	<b>Bin on southside</b> - . RM to research purchasing a bigger bin,	RM	
Mar23.02	Bottles dumped by Rousham Bridge – RM to investigate and report on Fix my Street	RM	
Mar23.03	<b>Blocked drains</b> - CF to speak to Barbara Brewer (VH) and John White(S&R) asking that a 'nothing down the toilet' note is put in the hiring agreement,	CF	Completed
Mar23.04	Playground Steward - RM/CF to offer to assist with setting up the Insurance,	RM/CF	Action closed